



Department of Defense INSTRUCTION

NUMBER 7700.2

August 26, 1975

Administrative Reissuance Incorporating Change 1, November 16, 1994

ASD(M&RA)

SUBJECT: Material for Annual Reports on Reserve Forces

References: (a) Section 279, Title 10, U. S. Code
(b) Section 673(b), Title 10 U.S. Code
(c) Section 264(c), Title 10, U. S. Code
(d) Section 2110, Title 10, U.S. Code
(e) DoD Instruction 7700.2, "Material for Annual Reports on Reserve Forces," July 28, 1970 (hereby cancelled)

1. REISSUANCE AND PURPOSE

This Instruction reissues reference (e) to prescribe a revised format and procedure for the submission of information on Reserve Forces required in preparing annual reports to the President and the Congress, pursuant to references (a), (b), (c) and (d). Reference (e) is hereby superseded and cancelled.

2. APPLICABILITY

The provisions of this Instruction apply to the Military Departments and, by agreement with the Secretary of Transportation, to the U.S. Coast Guard.

3. REPORTS REQUIRED

3.1. Pursuant to reference (c), the Secretary concerned shall submit a report to the Congress no later than 90 days after the end of each fiscal year.

3.1.1. The report will outline, in the format shown in enclosure 1, the extent

to which units and Reserves in the Ready Reserve of the Reserve Components under his supervision have satisfied training and mobilization readiness requirements during the previous fiscal year. Classified information will not be included.

3.1.2. Four (4) copies of the report will be submitted to the Office of the Deputy Assistant Secretary of Defense (Reserve Affairs) concurrently with submission to the Congress.

3.2. A separate report pursuant to 10 USC 673(b) (reference (b)) is not required, since that information will be included in the report required by 10 USC 279 (reference (a)).

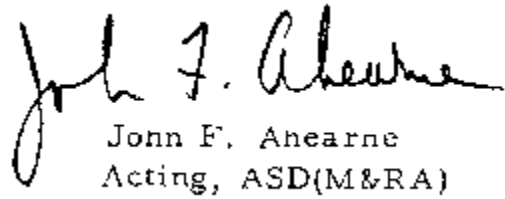
3.3. In addition, each Military Department shall submit to the Director of Defense Education a separate annual report (in quadruplicate) on the status of Reserve Officer Training Corps programs, including both Senior ROTC and Junior ROTC. This report will be submitted in the format shown in enclosure 2, no later than 90 days after the end of each fiscal year. This will be incorporated into the report required by 10 USC 279 (reference (a)), and is considered to fulfill the requirements of 10 USC 2110 (reference (d)).

4. REPORTS CONTROL SYMBOL

The reporting required in section 3. has been assigned Reports Control Symbol DD-M(A)1034.

5. EFFECTIVE *DATE*

This Instruction is effective immediately.



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Enclosures - 2

1. Format - Annual Report on Reserve Components
2. Format - Annual Report on ROTC

E1. ENCLOSURE 1

ANNUAL REPORT ON THE RESERVE COMPONENTS
OF
(MILITARY DEPARTMENT OR SERVICE) FOR FISCAL YEAR _____.

- I. Missions and objectives.
- II. Efforts to promote understanding of laws relating to the Reserve Forces.
- III. Current status and progress made in strengthening the Reserve Components.
 - A. General (if appropriate)
 - B. (Reserve Component)
 - 1. Force structure and organization
 - 2. Personnel strengths and manning levels
 - 3. Facilities and equipment
 - 4. Training
 - a. Unit training
 - b. Individual training (basic, advanced, technical)
 - 5. Results of screening of the Ready Reserve
 - 6. Overall estimate of readiness for mobilization and deployment (do not include classified information)
 - C. Summary of section III (limit to two pages per Ready Reserve Component)
- IV. Status of the Standby Reserve and Retired Reserve (limit to one page; include only general information and specific information of special importance).
- V. Achievements of Reserve Components in support of Active Force missions (limit to two pages).

APPEND: Any charts or maps of interest such as Readiness Regions, Districts, Air Facilities, etc.

NOTE: (Use IBM Selectric 2 Dual Gothic Pica type)

E2. ENCLOSURE 2

ANNUAL REPORT ON ROTC FOR FISCAL YEAR _____.

This report will be narrative with graphic display of statistics where appropriate. Information shall include the following as it applies. Additional information may be provided as the Service Secretaries desire.

I. SENIOR ROTC

A. Number of colleges or units subdivided by program, i e., 4-year, 2-year, combination 4- and 2-year program, as well as the number of compulsory units. Changes in the program offering by categories during the current year should be contrasted against the previous year to show the number and kinds of changes.

B. Number of new units (including names and locations) established during the current year and/or approved for establishment the following year.

C. Number and name of units disestablished or scheduled for disestablishment with brief explanation.

D. Beginning year enrollment by academic class contrasted against the previous year enrollment; i.e. , MSI, 2, 3, 4, total, including a brief statement regarding the enrollment change and impact on projected officer production.

E. Scholarships - the number in force by class during the reporting year and projected for the forthcoming year.

F. Production - Regular and Reserve officers commissioned (see attached chart).

G. Flight Instruction Program (FIP) - number of units conducting program; number entering; number completing; brief statement regarding attrition rate, casualties, number waived FIP or excused.

H. Manning

	<u>Detachments</u>	<u>Hqs</u>	<u>Total</u>
Officer			
Enlisted Personnel			
Civilian			

I. Field Training

1. Number of camps, locations (or ships) conducting training.
2. Number enrolled and completed by type or level of camp or program.
3. Number of 2-year program students enrolled from 6-week camp completions.

J. Women formally enrolled in ROTC - Statement regarding the program, number enrolled, schools participating.

II. JUNIOR ROTC

- A. Number of high school units.
- B. Number of new units during current year.
- C. Number and name of units disestablished and brief explanation of reason.
- D. NDCC (for Army use only - same information as above. If units have dropped NDCC, indicate number converting to JROTC).
- E. Enrollment

	<u>Total Enrollment</u>	<u>Average Enrollment</u>
JROTC		
NDCC(Army only)		

F. Staffing

	<u>Active Duty</u>	<u>Retired Hire</u>	<u>Total</u>
Officer Instructors			
Enlisted Instructors			

G. Requests for new units - Number received during the year and cumulative total of requests on hand.

Attachments - 1

1. Graduates of Senior ROTC, FY 1974

E2.A1. ATTACHMENT 1 TO ENCLOSURE 2GRADUATES OF SENIOR ROTC, FY 1974

	Commissioned During FY 1974			
	Total	Regular	Reserve	Other
<u>Army ROTC</u>				
Scholarship	1,655	669	984	2
Non-Scholarship	<u>3,712</u>	<u>439</u>	<u>3,148</u>	<u>125</u>
Total	5,367	1,108	4,132	127 ¹
<u>Naval ROTC</u>				
Scholarship	1,115	1,115 ²	0	0
Non-Scholarship	<u>180</u>	<u>0</u>	<u>180</u> ³	<u>0</u>
Total	1,295	1,115	180	0
<u>Air Force ROTC</u>				
Scholarship	1,932	0	1,932	0
Non-Scholarship	<u>1,557</u>	<u>0</u>	<u>1,557</u> ⁴	<u>0</u>
Total	3,489	0	3,489	0
Grand Total	10,151	2,223	7,801	127

¹ Includes 62 Air Force, 55 Navy, 9 Marine Corps and 1 Army National Guard

² Includes 171 Marine Corps officers.

³ Includes 14 Marine Corps officers.

⁴ Includes 112 female graduates.